



**STATE BUDGET SPECIALIST  
NEW JERSEY DEPARTMENT OF THE TREASURY  
OFFICE OF MANAGEMENT AND BUDGET**

The New Jersey Department of the Treasury's, Office of Management and Budget seeks to hire State Budget Specialists. OMB's primary mission is to advise the Governor and Treasurer in preparing the multi-billion dollar State Budget and to supervise its administration among various State agencies. OMB operates in a fast-paced environment investigating issues that are complex, politically sensitive, and frequently involve millions of dollars in resources.

OMB State Budget Specialists use their professional experience and academic training to assess programmatic costs and benefits, effectiveness, alternative service-delivery strategies, and relative funding priorities. They also develop recommendations for specific planning and budgeting actions. State Budget Specialists:

- Help prepare the State Budget by reviewing agency budget submissions for technical and conceptual accuracy, including budget format and completeness;
- Identify opportunities for future budget savings, including management efficiencies;
- Monitor and project agency spending to identify potential surplus funding as well as programs where budgeted funding may fall short of actual need;
- Evaluate policy initiatives of one or more State agencies;
- Provide program analyses to senior OMB management and Treasury officials on specific, high-profile issues.

Working in sections of 4 to 5 professionals, State Budget Specialists interact with senior staff from OMB and various State agencies. Such interactions provide a unique glimpse of the critical issues facing State government and the forces that shape public policy.

OMB provides formal, in-house training on technical budgeting, OMB data systems, revenue analysis, and other key tasks. Section managers conduct regular performance evaluations to identify areas for staff growth. While work demands are extensive, especially during preparation of the Governor's proposed Budget and the Appropriations Act, high-performing candidates can look forward to a well-defined career ladder with opportunities for advancement.

**STATE BUDGET SPECIALIST TRAINEE REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's degree in Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics or Budgeting. **(APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE).**

Starting salary is \$44,749.50, with an increase to \$46,808.35 after 6 months of employment and satisfactory performance.

**STATE BUDGET SPECIALIST 1 REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics or Budgeting. (**APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE.**)

**EXPERIENCE:** One (1) year of experience in the compilation and review of program and budgetary information, including the analysis, development and/or evaluation of budgets or operations of a private or public organization.

**SUBSTITUTION:** Possession of a Master's degree in one of the above areas from an accredited college or university will satisfy the education requirement for the State Budget Specialist 1 irrespective of the area of concentration at the Bachelor's level.

**NOTE:** Possession of a Master's degree in one of the above areas from an accredited college or university may be substituted for one (1) year of the indicated experience for the State Budget Specialist 1.

**NOTE:** A general Bachelor's degree supplemented by a minimum of twenty four (24) semester hour credits in any combination of the following areas: Management Science, Economics, Accounting, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, Actuarial Science, Statistics or Budgeting, including one (1) additional year of experience as stated above, may be substituted for the education and experience requirements for the State Budget Specialist 1.

**SALARY:** \$48,970.62-\$67,124.14 (Salary is commensurate with education and experience)

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit:  
<http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you are qualified and interested in this position, please send your cover letter, resume, writing sample, transcripts (official or unofficial) and job application **via e-mail only**, no later than **September 15, 2016** to:

**NJ Department of the Treasury  
Division of Administration/Human Resources  
Attn: Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "SBS TRAINEE" or "SBS-1" in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to:  
<http://www.nj.gov/treasury/administration/pdf/hr-application.doc>.

***New Jersey is an Equal Opportunity Employer***